

**INFORMATION PAPER**

SUBJECT: Military and Civilian Coins

1. Purpose. To provide guidance to Fort Belvoir employees on the presentation and award of civilian and military coins purchased with appropriated funds (APF). This information does not apply to coins purchased by private organizations, non-appropriated funds, official representation funds, or personal funds. If you have questions, contact the Office of the Staff Judge Advocate (OSJA) at (703) 805-4393.

2. References.

a. Army Regulation 600-8-22, Military Awards, 11 December 2006 (Rapid Action Revision 24 June 2013)

b. Installation Management Command Regulation 672-8, Decorations, Awards, and Honors, 15 October 2012

3. Discussion.

a. General. HQ IMCOM Garrisons utilize military and civilian coins to recognize outstanding individual achievements or show appreciation. Coins are usually custom minted and emblazoned with a unit's insignia on one side and an inscription on the reverse. Only the Fort Belvoir Garrison Commander is authorized to purchase military and civilian coins with APFs. No staff section, regardless of level, may use APFs to purchase coins.

b. Authorized Designs.

(1) No coin purchased with APFs will be "personalized" with presenter's name. In some circumstances, the presenter's name may be subsequently engraved on a coin.

(2) Only one coin design per unit organization may be purchased with APFs.

c. Protocol and Criteria for Award. Coins may be presented to Department of the Army personnel to:

(1) Recognize excellence in Army competition or similar activity.

(2) Recognize a unique accomplishment that furthers the efficiency and effectiveness of the Army's mission.

(3) Further recruitment of personnel.

d. Prohibition. Coins purchased with APFs should never be presented to contractor employees.

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